



COMDTNOTE 5100

NOV 30 2001

COMMANDANT NOTICE 5100

Subj: SAFETY AND OCCUPATIONAL HEALTH COORDINATOR ANALYSIS SURVEY

1. PURPOSE. This Notice discusses the online Safety and Occupational Health Coordinator (SOHC) Analysis Survey requested by the SOHC Program Manager and developed by the Performance Technology Center (PTC) at Training Center Yorktown. Recipients are all Coast Guard units with SOHC's attached, primarily Marine Safety Offices (MSO).
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of Headquarters units shall ensure wide dissemination of this Notice.
3. DISCUSSION. The PTC developed the SOHC survey with the assistance of a group of SOHC subject matter experts to capture and define the current "world of work" for SOHC's. This survey is the cornerstone of the SOHC analysis. Completion of the survey and prompt return to the PTC are vital functions to present a successful "snapshot" and subsequent analysis of the SOHC's. The results of this SOHC analysis will generate important updates and adjustments to performance qualifications, training curricula, and test content for the SOHC program. Commanding Officers are requested to ensure that each SOHC at their unit is given adequate time to complete the survey. The survey can be completed in approximately 90 minutes and requires no additional materials. The time devoted to doing so will be well worth it to the future of the SOHC program.
4. PROCEDURES. SOHC's and SOHC assistants will receive an email with the web site and access information for the online survey. The survey is very detailed and will require some time to complete; however, the time spent will ensure that the outcome of the analysis is a better performance support system for SOHC's. Please ensure each recipient reads the directions carefully and gives consideration to every question. Complete all surveys within 14 days of receipt. Thank you for your attention to this important survey.

PAUL J. PLUTA
Assistant Commandant for Marine Safety
and Environmental Protection

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